



Town of Los Altos Hills

The **Town of Los Altos Hills** invites Applications for the Position of

Assistant Planner

Final Filing Deadline – August 4, 2006

- Salary Range:** Salary Range \$4,893 –\$5,948 monthly, plus excellent benefits, including Town-paid employee share CalPERS retirement.
- Duties Include:** Daily contact with the public, review residential projects as submitted by homeowners, contractors and designers to ensure compliance with the Town's codes and policies; site analysis; preparation of reports for and attendance at Planning Commission meetings; code compliance items and miscellaneous research and analysis; preparation of informational handouts for the general public regarding the Town's codes and policies.
- Requirements:** This is an entry-level professional position. A Bachelor's Degree in Urban Planning or a related field and a minimum of one year current planning experience is required. A Master's degree may substitute for one year of experience. The ideal candidate should have a basic understanding of zoning regulations and CEQA; strong writing and presentation skills; the ability to understand architectural and engineering plans; a familiarity with PC software for word processing, spreadsheet and graphic presentation programs; the ability to deal with difficult people and situations while maintaining a professional and positive attitude.
- Selection Process:** The selection process will begin with a screening evaluation of the submitted applications. Based upon this evaluation, the most qualified candidates will be scheduled for an interview and a short written exercise.
- To Apply:** Applications are available with a complete job description at Town Hall and must be received by **August 4 prior to 5:00 pm**. Submit applications to Town of Los Altos Hills Human Resources, 26379 Fremont Road, Los Altos Hills, CA, 94022. A recruitment brochure and applications is available on our website at www.losaltoshills.ca.gov , or call (650) 941-7222 ex 222.